

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

17 SEP -5 PM 3:55

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original Employee Pre-Travel Authorization (Form RE-1), AND
☐ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Casey Family Programs

Travel date(s): August 21- 22, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$389.78 flight \$180 bus transportation	\$136	8-21: \$60.58 8-22: \$32.89	\$105 room fees -total cost

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached agenda

9/5/17
(Date)

Rebecca Shijo
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/5/17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

Agenda for Congressional Staff Trip to Ohio and Kentucky

A trip to learn about the impact of opioids on the child welfare systems

August 21, 2017

Morning Flight to Cincinnati Ohio, departing approximately 9:15 am and arriving about 11 am

Van ride to Clermont County Ohio, approximately 30 minutes

12:00 noon – 2:00 pm Clermont Court, OH site visit and working lunch with Clermont County Juvenile Judge James Shriver and County Child Welfare Director Tim Dick to discuss the role of the court addressing parents struggling with substance addiction and who have children involved with the child welfare system.

Van travel back to Cincinnati

2:30 to 4:30 pm Roundtable discussion with a range of Ohio child welfare staff and local advocates, and clients on varying perspectives of child welfare and the impact of substance addiction. (Ohio is a county administered child welfare system and there will be officials from various counties surrounding the Cincinnati area).

5:30 pm Working dinner with guest speaker and local leader to discuss the severity of the opioid epidemic in Ohio and the impact on child and families.
Speaker: Brad Lander, PhD, LICDC, Psychologist/Clinical Director, Addiction Medicine at The Ohio State University Wexner Medical Center, University Hospital East

Overnight Cincinnati at Hotel Covington, Covington, Kentucky, suburb of Cincinnati Ohio

August 22, 2017

Van ride to a Louisville Kentucky residential treatment center 1 ½ hours

10:00 am – 1:00 pm noon Site visit of residential treatment facility in Louisville, KY area, which includes a presentation of evidence-based KY Sobriety and Treatment Recovery Teams (START) and a working lunch where dialogue will continue.

2:00 pm to 3:30 pm

Roundtable discussion with Kentucky state and local leaders, local child welfare advocates and clients on varying perspectives of child welfare and the impact of substance addiction.
(Kentucky is a state administered child welfare system)

3:30 pm to 4:00 pm Van travel to Louisville airport

Return flight to Washington DC from Louisville, departing at approximately 6 pm and arriving approximately 7:45 pm.

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC JUL21'17PM 2:45

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Rebecca Shipp

Employing Office/Committee: Senate Finance Committee

Private Sponsor(s) (list all): Casey Family Programs

Travel date(s): August 21 to August 22, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Cincinnati, OH and Louisville, KY

Explain how this trip is specifically connected to the traveler's official or representational duties:


I work on child welfare issues and health issues for the Senate Finance Committee. This trip will inform that work by learning about the effects of the opioid epidemic on child welfare and health systems.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/21/17
(Date)


(Signature of Employee)

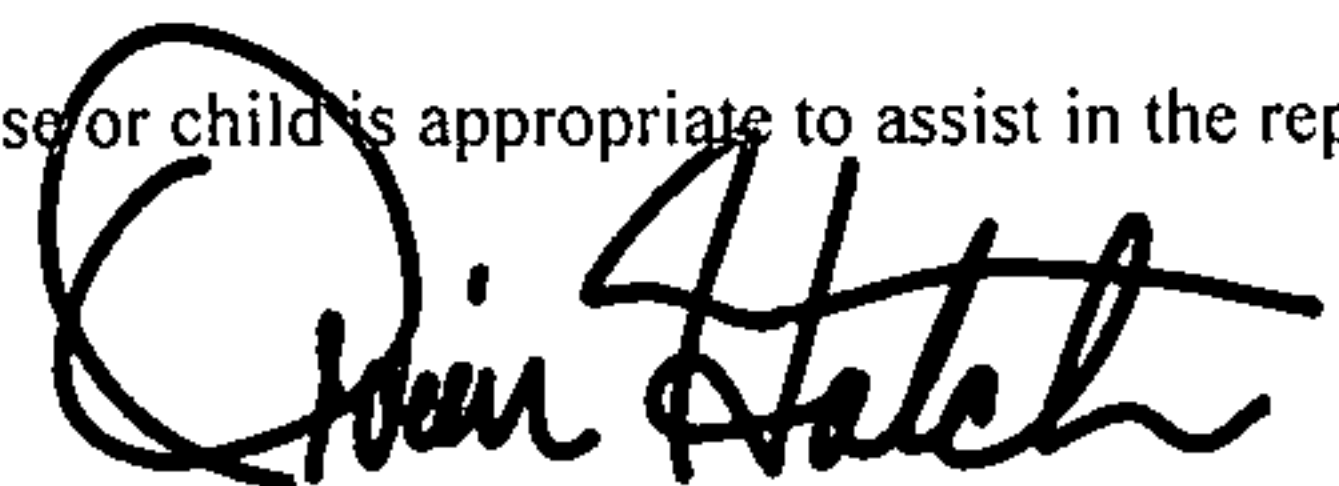
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Hatch hereby authorize Rebecca Shipp
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/21/17
(Date)


(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Casey Family Programs
2. Description of the trip: a 2-day visit to Ohio and Kentucky to learn about the impact of the opioid epidemic on the child welfare system and successful programs to help children and families
3. Dates of travel: August 21 to August 22, 2017
4. Place of travel: Cincinnati, Ohio and Louisville, Kentucky
5. Name and title of Senate invitees: list attached of Senate staff working on child welfare
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -**
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -**
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -**
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

USE ONEY IF YOU CHECKED QUESTION (2)
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Casey Family Programs is the sole sponsor and is organizing the educational visit to give staff a better understanding of the significant impact the opioid epidemic is having on child welfare and the programs that are successfully serving child and families in urban, suburban and rural areas.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Casey Family Programs is the nation's largest private operating foundation focused exclusively on safely reducing the need for foster care and improving outcomes for children and families.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Casey Family Programs has sponsored previous educational trips for staff to highlight model programs, promising practices and to allow staff to talk with local and state officials in addition to child welfare practitioners and other experts to understand how federal programs and policies impact them.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Casey Family Programs sponsors educational briefings. It produces reports and policy briefs on child welfare and it provides data, research and analysis on ways to safely reduce foster care and improve outcomes for children and families.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	flights from DC to Cincinnati, OH with a return flight from Louisville, KY	\$136, near Cincinnati, OH	\$69 per day	van transportation from Cincinnati airport to venues, then Louisville, KY
<input type="checkbox"/> Actual Amounts	\$275 economy class			\$83-\$140

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is designed for staff to visit several child welfare programs providing support to families in the system coping with the opioid epidemic.

18. Reason for selecting the location of the event or trip

Ohio and Kentucky are key states facing opioid addiction which is impacting their child welfare programs. Both have evidence-based and promising practices to address these challenges.

19. Name and location of hotel or other lodging facility:

Hotel Covington, 638 Madison Avenue Covington, Kentucky

20. Reason(s) for selecting hotel or other lodging facility:

It is located close enough to Cincinnati for local leaders to participate in the meeting and working dinner and then get to the next morning activities in Louisville, Kentucky. It is near the per diem rate.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

We have a good faith estimate for all the expenses, economy flights, hotel, meals, and van

transportation near per diem and reasonable and customary for this region.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Economy class airfare, and a basic van

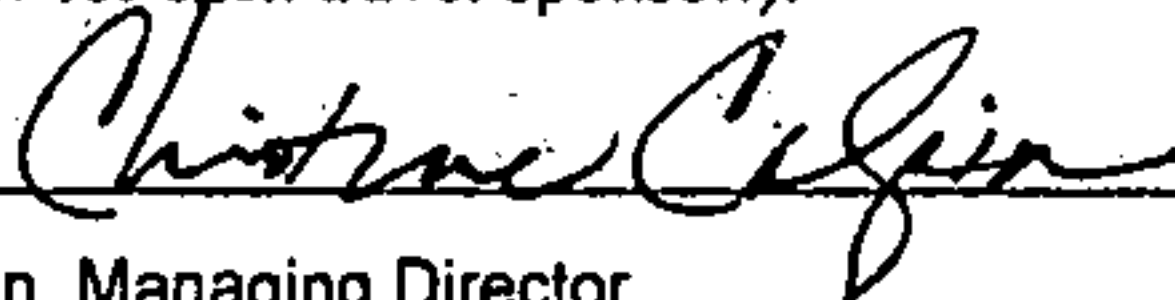
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Christine Calpin, Managing Director

Name of Organization: Casey Family Programs

Address: 1200 17th Street NW, Suite 410

Telephone Number: 202-728-2001

Fax Number: 202-467-4499

E-mail Address: ccalpin@casey.org

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Space is limited, so I look forward to hearing from you soon. I hope you will be able to join us for this informative visit.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Calpin". The signature is fluid and cursive, with the first name "Christine" written in a larger, more prominent script than the last name "Calpin".

Christine Calpin
Managing Director
Casey Family Programs

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